



Account Settings
Change settings for this account or set up more connections.

- Access this account on the web.

Mailbox Cleanup...
Manage mailbox size with advanced tools.

Empty Deleted Items Folder
Permanently delete all items in the Deleted Items folder.

Clean Up Old Items...
Move old items to an Outlook Data File.

Tools

Mailbox Settings
Manage the size of your mailbox by emptying Deleted Items and archiving.

67.9 GB free of 99 GB

- For OneDrive:

From **OneDrive on the web**

Click on (settings) on the top right of the screen, select **OneDrive Settings, More Settings, Storage Metrics** and then select the folder **Documents**. You may then see your space usage by folder/file size.

Site Settings > Storage Metrics

984.99 GB free of 1024.00 GB

Site Collection



> Documents

(Page 1 / 3) Next >

Type	Name	Total Size	% of Parent	% of Site Quota	Last Modified
Folder	[Redacted]	11.8 GB	30.17%	1.15%	9/21/2024 12:22 AM
Folder	[Redacted]	8.2 GB	20.84%	0.80%	6/25/2024 3:53 AM
Folder	[Redacted]	6 GB	15.42%	0.59%	9/17/2024 3:38 AM
Folder	[Redacted]	4.3 GB	11.04%	0.42%	9/16/2024 4:04 AM
Folder	[Redacted]	4.1 GB	10.37%	0.40%	6/25/2024 3:26 AM
Folder	[Redacted]	2.1 GB	5.41%	0.21%	9/5/2024 10:37 PM
Folder	[Redacted]	1.1 GB	2.77%	0.11%	6/12/2024 6:43 AM
Folder	[Redacted]	627.9 MB	1.57%	0.06%	7/31/2024 2:47 AM
Folder	[Redacted]	320.6 MB	0.80%	0.03%	9/10/2023 9:48 PM
Folder	[Redacted]	291.7 MB	0.73%	0.03%	6/12/2024 6:28 AM
File	[Redacted]	78 MB	0.19%	0.01%	5/29/2019 8:20 AM Version History
Folder	[Redacted]	63.6 MB	0.16%	0.01%	6/12/2024 6:58 AM
File	[Redacted]	46.2 MB	0.12%	0.00%	6/12/2024 6:28 AM Version History



From
OneDrive on
your
PC/notebook

Click on  (OneDrive) on the top right of the screen, click on  and select **Settings**. You may then see your space usage and select corrective actions by clicking on **Manage Storage**.

